



**National Student Television Association
General Meetings Standing Orders
Version 1.0**

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Date of last amendment: 12.12.17

Clause 1 General Order

1. The Returning Officer will act as the Chair of General Meetings and the NaSTA Executive Chair will act as Chair of the Annual General Meeting, and ensure that order is kept and meetings are conducted in accordance with the Standing Orders.
 - 1.1. If the NaSTA Returning Officer or Chair are unable to fulfill this role, the trustees will appoint another trustee member to act in that capacity.
2. The Chair will ensure that the spirit of the Association is upheld at all times during the meeting, that there is reasonable debate on all matters brought before the meeting, that as many different views are heard as possible, and have the authority to limit discussion, and the number and length of speeches in the meeting.
3. The Chair has the power to suspend for a period of time, adjourn until a specific date or time, or close altogether the meeting should a serious disorder arise.
4. No attendee of the meeting shall engage in disorderly conduct (including but not limited to offensive, personal or defamatory expressions), and the Chair will call to order any person engaging in said conduct.
5. The Chair may expel any attendee for any period of time not extending beyond the end of the meeting for continued disorderly behaviour after being called to order.
6. The Chair will be heard in silence.
7. The Chair will invite attendees to take the floor, only after which may any attendee other than the Chair address the Meeting.
 - 7.1. The Chair will lay out the correct procedure in which to indicate to the Chair their desire to speak (e.g. raising their hand in a physical Meeting, or through electronic means).
 - 7.2. Only members of affiliates of NaSTA, trustees and officers may speak at a General Meeting, unless a request has been made to or an invitation by the Returning Officer before the start of the Meeting.
8. The Chair will address the Meeting to rule on a point of order, answer a question, give procedural guidance, clarify a point of fact, introduce motion items and invite an attendee to address the Meeting. If the Chair wishes to speak on any motion they will relieve their position to another Trustee member, who will act in that capacity until the motion has been voted upon.

Clause 2 Motions

1. Motions must be submitted at least five days before the General Meeting. Amendments, except for those invoked under sub-clause 7.3.3 of this clause, Procedural motions. during the meeting, must be submitted in advance of the final notice being released three days before the Meeting.
2. The structure of a motion, except for Procedural Motions shall be as follows:
 - 2.1. The Association Notes:
 - 2.1.1. Only facts should be stated here, referenced where possible.
 - 2.2. The Association Believes:

- 2.2.1. Opinions relevant to the proposal are included here.
- 2.3. The Association Resolves:
 - 2.3.1. The proposed changes or actions to be carried out.
- 2.4. Proposer
- 2.5. Any seconders
- 3. Constitutional motions
 - 3.1. Motions which propose amendments to the Constitution.
 - 3.2. The motion must include in its resolutions the exact changes proposed to specified parts of the constitution include clause and sub-clause numbers.
 - 3.3. Constitutional motions must pass with a 75% majority.
 - 3.4. Proposed changes from Constitutional motions that have passed will be sent to the Charity Commission, and will not be considered to have come into effect whilst pending approval from the Charity Commission.
- 4. Ordinary motions
 - 4.1. Motions which propose changes to policy documents or to mandate an officer of NaSTA or NaSTA as an Association to complete an action.
 - 4.2. Ordinary motions must pass with a 50% vote.
- 5. Motions of censure
 - 5.1. Motions which propose censure or disciplinary action against a member, affiliate, officer or trustee of NaSTA; or proposes an expression of no confidence in an officer of NaSTA.
 - 5.2. Motions of Censure require a two-thirds majority to be carried.
- 6. Emergency motions
 - 6.1. Motions submitted after the motion deadline but 24 hours before the meeting and have been approved by the Returning Officer.
 - 6.2. The Returning Officer will only allow an Emergency Motion to be discussed at the Meeting if the nature of the matter is time-sensitive, urgent and cannot be discussed at a future Meeting.
 - 6.3. Emergency Motions regarding Constitutional changes or censure require a 75% majority, otherwise 50%
- 7. Procedural Motions
 - 7.1. Motions that can be submitted during the Meeting between speakers.
 - 7.2. The Chair will lay out the correct procedure in which to propose a Procedural Motion (e.g. submitting a written note, or through electronic means), at which point all order of business will be suspended while the Procedural Motion is actioned.
 - 7.3. Only the following procedural motions may be accepted, listed in order of precedence:
 - 7.3.1. To challenge the Chair's ruling
 - 7.3.1.1. The motion calls for the Chair to step down to another Trustee, and affiliates will vote on whether or not the specified ruling or rulings should be reversed.
 - 7.3.2. To remove the Chair for a specified time during the meeting
 - 7.3.2.1. The motion calls for the Chair to step down to another Trustee, and the affiliates vote on whether the Trustee will continue to chair the Meeting for the specified time.
 - 7.3.3. To make a specific amendment to the motion

- 7.3.3.1. The motion calls for an amendment to be proposed to a motion, subject to approval from the Chair. The amendment may only be, in the opinion of the Chair, minor and does not substantially alter the intent or effect of the motion (e.g. removal of resolutions from the motion, or additional clauses to clarify an ambiguity).
- 7.3.3.2. If approved by the Chair, the proposer may accept the amendment as a friendly amendment, after which the motion passes and the amendment is included.
- 7.3.3.3. If the proposer does not accept the amendment, then it is debated and voted upon.
- 7.3.4. To take the current motion in specific parts
 - 7.3.4.1. To vote on whether or not the current motion's resolutions will be separated into substantive motions, which will be then debated and voted on separately.
 - 7.3.4.2. The Chair will decide the order for discussing the substantive motions.
- 7.3.5. To move to a vote
 - 7.3.5.1. The motion calls for a vote on whether all further debate will be skipped straight to a vote on the motion.
- 7.3.6. To make the current vote a secret ballot.
 - 7.3.6.1. The motions calls for the current vote taking place, if it not already, to be conducted by a secret ballot.
 - 7.3.6.2. If the motion is successful, the Chair must obtain the means to conduct the secret ballot.
 - 7.3.6.3. If the Chair is unable to do so immediately, they must suspend the meeting or move the motion to later in the Meeting or to a later Meeting at which point they will be able to do so.
- 7.3.7. To move the current motion to later in the meeting
 - 7.3.7.1. The motion calls for a vote on whether the currently discussed motion to be suspended for a specified time.
- 7.3.8. To move the current motion to a later meeting
 - 7.3.8.1. The motion calls for a vote on whether the currently discussed motion is to be deferred to a later specified meeting.
- 7.3.9. To refer the current motion to another body or person.
 - 7.3.9.1. The motion calls for a vote on whether the currently discussed motion is better discussed by another specified person, persons or body.
- 7.3.10. To grant a speaker an extended speaking time
 - 7.3.10.1. The motion calls for a vote on whether a speaker may have additional time.
- 7.3.11. To grant a speaker another speech
 - 7.3.11.1. The motion calls for a vote on whether the speaker may have an extra speech.
- 7.3.12. To adjourn the meeting
 - 7.3.12.1. The motion calls for a vote on whether the meeting will be adjourned.

- 7.4. Procedural Motions must pass with a simple majority. The Chair may enact at any time, sub-clauses 7.3.4 - 7.3.9, however these can be challenged by any member by sub-clause 7.3.1 and 7.3.3 can accepted as a friendly motion by the proposer or their representative, skipping the need for a debate.

Clause 3 Points of Order

1. At any point not during a vote or speech, a Point of Order may be raised, relating to the content of the motion being discussed.
2. The points of order are, in order of precedence:
 - 2.1. Request for a quorum count.
 - 2.1.1. No business will take place during the counting of a quorum.
 - 2.2. Request for a ruling on the Constitution or policy (or procedure).
 - 2.2.1. The Chair will clarify the meaning of a clause in the Constitution or policy document (including procedure as laid out in this policy document).
 - 2.3. Request for a ruling on content of speech.
 - 2.3.1. The Chair will be asked to make a ruling on whether or not the content of speech is in grievance to Constitution, policy, or orderly conduct.
3. Points of order cannot be debated.
4. The Chair will immediately hear a point of order and make a ruling on it.

Clause 4 Points of information

1. Any member may raise a point of information at any time.
2. Points of information may only be factual conduct.
3. The Chair may express censure at any member who uses a point of information to express opinion or argument, and at their ruling, enforce disciplinary measures against members they believe are abusing points of information.

Clause 5 General Meetings

1. The deadline for motion submissions shall be a time set by the Returning Officer five days before the Meeting. The deadline for amendments shall be a time set by the Returning Officer in advance of the final notice three days before the Meeting.
2. A final notice will be sent out three days before the Meeting detailing the order of business and motions.

Clause 6 Order of business

1. Introduction from Chair and Notices to Meeting
2. Ratification of minutes from previous Meeting
3. Declaration of Interest (AGM)*
4. Association Annual Report (AGM)*
5. Executive Officer Annual Reports (AGM)*

6. Non-Executive Officer Reports (AGM)*
7. Motions of Censure
8. Constitutional Motions
9. Ordinary Motions
10. Annual Accounts (AGM)*
11. Open questions from the members of NaSTA (AGM)*
12. Returning Officer's Report (AGM)*
13. Confirmation of Election Results (AGM)*
14. Any other business

(AGM)* items are only required during the AGM, but may appear in the order of business at the discretion of the Returning Officer, as can any other order of business.

Clause 7 Annual reports and accounts

1. The Annual Report shall consist as follows:
 - 1.1. An update from the Association Chair on the overall progress of the association towards its goals, objectives, and the work undertaken by the officers throughout the year.
 - 1.2. A discussion of the progress towards any strategic plans formulated by the Executive Committee (either past or present).
2. The Executive Officer's Reports shall consist as follows:
 - 2.1. An update from each officer on their activities in pursuit of the goals of the association, any work undertaken by them, projects begun and completed etc.
3. The Non-Executive Officer's Annual Report shall consist as follows:
 - 3.1. A report, delivered and compiled by the Training Officer, on behalf of the Regional Development Officers regarding their work throughout the year.
 - 3.2. A report by the STAN Chair about their work with the alumni of the association, and the progress made towards the goals of the association's work with the alumni and its records.
4. The Annual Accounts shall consist as follows:
 - 4.1. A brief discussion of the amount of money received by NaSTA, spent by NaSTA (broken down by area of expenditure), and a valuation given for the value of NaSTA's assets and savings.
 - 4.2. The full accounts, budgets, and details of all expenditures of the association should be made available to all members on request from this point onwards.
5. The Returning Officer's Report shall consist as follows:
 - 5.1. A discussion of the Returning Officer's work throughout the year, including any decisions and arbitrations made, except for disciplinary or confidential cases.
 - 5.2. A confirmation of the smooth running of the elections, and the formal ratification of the results of these elections, except in cases where the elections have been found to be invalid.

Clause 8 Order of debate

1. The Chair will invite the proposer, or a member otherwise tasked with speaking on behalf of the motion, to speak on the motion first, introducing and proposing it. All speakers are confined to a limit set by the Chair.
 - 1.1. Procedural motion v. does not require any speeches proposing, for, or against, nor questions, and moves straight to a vote.
2. If an amendment has been submitted, either prior to the motion deadline or as a Procedural Motion,
 - 2.1. the proposer may accept the motion as a friendly amendment, after which it is passed into the motion immediately (amendments received prior to the meeting may be accepted by the proposer before the meeting, in which case it also passes into the motion immediately. This must be announced before or immediately after the motion being proposed).
 - 2.2. If the motion is not accepted as a friendly amendment, the amendment is then debated upon, with member proposing the amendment acting as its proposer.
 - 2.2.1. The motion is then debated upon like any other motion (with the original proposer given first opposition speaking rights) and voted on with a simple majority pass.
 - 2.2.2. If the motion passes against the objections of the proposer, the proposer of the amendment becomes the proposer of the substantive motion.
3. Once the motion being debated has been proposed, the Chair shall invite questions from the floor, taken in order (in a physical meeting, this is as they catch the Chair's eye, otherwise the order of message received), to the total number of the Chair's discretion.
4. The proposer of the motion has the right to respond to any questions concerning the motion, or may refer the answering of the question to another attendee of the Meeting.
5. The Chair will then invite anyone to speak against the motion.
 - 5.1. Should anyone wish to, after their speech further speakers for and against the motions may be invited. The Chair will decide on the amount of speakers permitted, however each side of the debate must have equal speakers.
 - 5.2. The final opposing speech on a Motion of Censure is the right of the member the Motion is against.
6. Once debate has concluded and the motion once further clarified by the Chair, a vote shall be taken.
7. The Returning Officer or Chair shall rule on the means in which the vote shall be carried out.
8. The Chair may call for a recount of the votes before they are announced. A recount after any announcement may only be held with a 75% majority approval.
9. If the number of abstentions exceeds the number of votes for and against the motion, the motion will not be passed and must be brought to the immediate proceeding meeting.